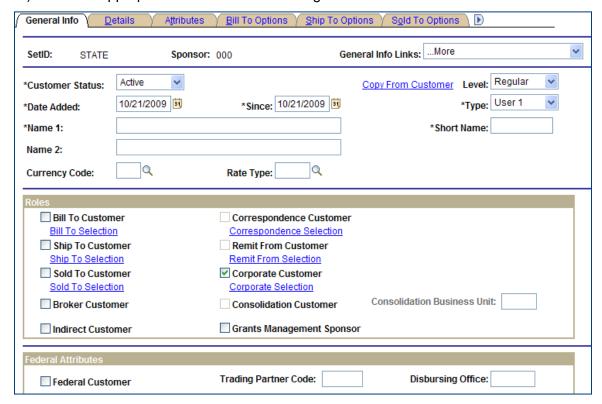


State of Kansas Adding Sponsors



Statewide Management, Accounting and Reporting Tool

- 1) Navigate to the General Information Page: Grants→Sponsors→General Information
- 2) Enter the appropriate values in the following fields



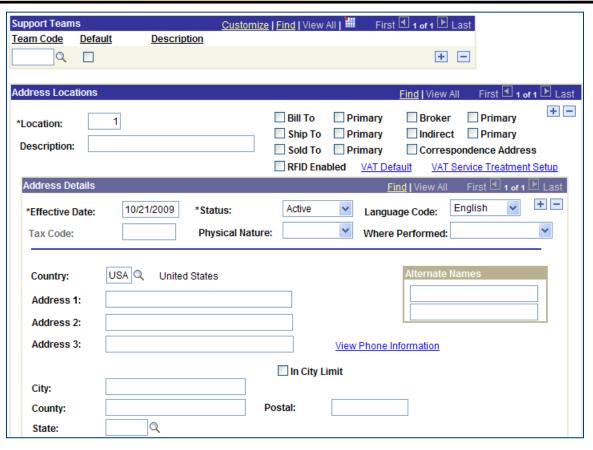


State of Kansas

Adding Sponsors



Statewide Management, Accounting and Reporting Tool



Fields	Description	
Customer Status	Customer statuses are Active, Inactive, and	
	Template	
Copy from Customer	Select Link to choose information from an existing	
	customer to copy	
Level	Select a level to indicate the level of processing	
	that can occur for the customer	
Туре	Select a type to identify customer categories in	
	reports	
Short Name	Enter a name to appear on pages when there is	
	not room for the full name	
Currency Code	Select a currency code for the customer	
Rate Type	Enter a rate type to convert all transaction	
	currencies to the currency code that you select	
Roles	Select the role for the customer	
Support Team	Select to designate the team that supports the ship	
	to customer. Also select a default team	
Address	All customer roles must have an associated	
	primary address. You can enter one address for	
	all of the customer roles or separate addresses for	
	each role.	



State of Kansas Adding Sponsors



Statewide Management, Accounting and Reporting Tool

3) Navigate to the General Information page: Grants \rightarrow Sponsors \rightarrow General Information

General Info Details	Attributes	Bill To Options Ship To Op	otions Y S <u>o</u> ld To Options Y <u>M</u> iscellaneou	s General Info
SetID: STATE	Sponsor:	000		
Level: Sponsor Type: Federal Sponsor Type: Program Type:	 		☐ Federal ☐ US Flag Carrier Requir ☐ Grants.Gov Sponsor ☐ Foreign	☐ Allow CO-PI's ed ☐ Allow Multiple PI's ☑ Show Indirect Expenses on FFR
Reports To Sponsor: CFDA Number: Sponsor Base: Letter of Credit	a	Cost of Living Increase Pct: Sponsor Salary Cap:	0.00	

4) Enter the appropriate value into the following field

Fields	Description
Sponsor Salary Cap	If there is not a published salary cap an amount must be entered to add personnel to the grant
	budget. Enter a large amount, such as \$10,000,000, to avoid issues when budgeting
	personnel on a grant.

- Use the additional tabs, Attributes, Bill To Options, Ship To Options, Sold To Options, and Miscellaneous General Info, to add/update information about the grant
- Depending on which role is selected, additional information for the *Bill To Options, Ship to Options*, and *Sold To Options* may be needed